

	Portales Police Department Standard Operating Procedure & Policy	SOP #	205.01	
		Date Revised:		
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1700 N. Boston St. Portales NM, 88130	Unusual Occurrences	Effective Date		
(575) 356-4404		Approval:	Pat Gallegos, Chief of Police	

I. STATEMENT OF PURPOSE

In the event of a natural or man-made disaster, the Department has established the following guidelines and procedures to provide for coordination of law enforcement activities to ensure the safety of life and property.

II. AUTHORITY

- A. Authority for the implementation of the Departments emergency disaster plan lies with the Chief of Police or his designee. The Chief of Police directs emergency operations from the Emergency Command Center in coordination with other responding agency representatives.
- B. The Officer In Charge is responsible for the planning and response to disasters and unusual occurrences. He is the principle advisor to the Chief of Police and acts as liaison with Emergency Management authorities and other agencies. He is also responsible for the annual review and update of the Department Emergency Disaster Plan.
- C. The Officer In Charge is responsible for the coordination of communications and coordinating with other City of Portales Public Information Officers for the release of accurate and updated information. The Public Information Officer maintains contact with news media personnel and conducts adequate media briefings in efforts to quash rumors and prevent public panic.

III. MANMADE DISASTERS

Manmade disasters can take a multitude of forms however in general it means an occurrence or imminent threat which is the result of a manmade act affecting any number of citizens through widespread or severe damage, injury, or loss of life or property.

A. Scene Commander

1. The first supervisor on the scene immediately assumes command and is designated as Scene Commander until, or unless, relieved by a higher authority. It is the responsibility, of the Scene Commander to:
 - a. Make a rapid survey of the scene and assess the seriousness of the situation.

- b. Notify the Command Staff of the current status of the situation to include the following:
 - i. Manpower needs;
 - ii. Routes open to the scene;
 - iii. Location of a suitable staging area and parking area.
- c. Establish a field command post; and
 - i. Notify the Communications Center and the Chief/Deputy Chief of the location;
 - ii. Determine any communications available;
 - iii. Determine the specific equipment needed.
- d. Supervise operations and maintain communications with the Communications Center.

B. Explosion

- 1. The first officer on the scene shall immediately notify the Communications Center of the following:
 - a. Exact location;
 - b. Extent of injuries and number injured, if possible;
 - c. Extent of damage, if accessible;
 - d. Manpower and resources needs assessment, including utilities and EMS/Fire.

IV. TRANSPORTATION

A. Transportation resources:

- 1. School Buses
- 2. Portales Area Transit
- 3. City of Portales
- 4. ENMU
- 5. National Guard

V. EVACUATION OF THE POLICE DEPARTMENT

- A. In the event that an emergency situation occurs in which evacuation of the Police Department is required the ranking on-duty patrol supervisor will determine to what degree the Police Department will be evacuated. The supervisor will ensure that staff notification has been made. This can be done through the Communications Center.

- 1. Evacuation

The supervisor will direct the communication of warnings within the building.

- a. Department personnel will be notified by the call down list, within the department or telephone.

- b. The on-duty supervisor will advise whether a complete or partial evacuation is required. In the event of a partial evacuation, the on-duty supervisor will specify the extent of the evacuation.
 - c. Evacuation of the building will be made at the direction of the supervisor.
 - d. Each employee should ensure that all files and doors in their areas are locked, if possible.
- 2. Duties after Evacuation
 - a. Building security,
 - b. Perimeter control,
 - c. Traffic control,
 - d. Liaison with the Communications Center
 - e. Other duties as deemed necessary by the event.
- 3. Duties at Completion of the Emergency
 - a. At the conclusion of the emergency, personnel shall report to the Command Center for further instructions.

VI. DE-ESCALATION PROCEDURES

- A. Recovery begins when the emergency assistance arrives and the emergency is stabilized. While recovery can take place quickly in some areas, other affected areas may require an extended period of time to recover from a disaster.
- B. Once the emergency stabilizes and begins to de-escalate, the commander will prepare for returning to daily police operations. This preparation shall include, but not be limited to the following considerations:
 - 1. Release of other agency personnel from emergency duty.
 - 2. Release of agency personnel from emergency duty. Agency personnel will be the final group released from emergency duty.

VII. AFTERMATH DUTIES

- A. As the disaster situation is contained, the Chief of Police or Scene Commander issues the order to secure all posts associated with the operation and calls a debriefing for all involved personnel at the Police Department.
- B. Post-disaster personnel may remain in the field at posts designated by the Scene Commander.
- C. Within a reasonable amount of time, the Officer In Charge shall submit a written report detailing the events, any casualties and any revisions which need to be made to the emergency operations plans.

- D. Within a reasonable amount of time, a Critical Incident Stress Debriefing may be provided for public safety personnel, when appropriate.

VIII. COORDINATION WITH CITY-WIDE DISASTER PLAN

During periods of emergency, when the City of Portales Emergency Disaster Plan has been implemented and the Emergency Command Center is operational, the Department coordinates its efforts with Fire/EMS operations. The Chief of Police or his designee directs the activities of the Department from the Emergency Command Center.

IX. GENERAL

A. Police Services Division

1. Emergency Operation Commander

- a. The Emergency Operations Commander will determine manpower needs.
- b. Ensure that both on-duty and off-duty personnel have been notified and mobilized as necessary.
- c. Locate and review any maps, which could assist in the operation.
- d. Assemble and brief personnel in the designated location as needed for assignments and equipment issuance.
- e. Evacuate and/or set up perimeter as necessary.
- f. Establish a field command post if necessary.
- g. Provide casualty information to the staff as available.
- h. The Department's Public Information Officer(s) shall be kept up to date and informed as often as possible by the Scene Commander as to current conditions and progress of the operation.
- i. Supervise post-disaster, de-escalation and resumption of normal activities.
- j. Submit after-action reports to the Chief of Police.

B. Officers

- 1. Report promptly to the police department or assigned assembly area to receive assignment and equipment.
- 2. Be prepared to work long hours.
- 3. Perform assigned functions as directed, including emergency protective measures for the protection of life and property, traffic control and direction, crowd control, evacuation and containment of the disaster area.

4. Available Department personnel may be assigned to key areas of the incident/operation, including but not limited to:
 - a. Perimeter control;
 - b. Traffic direction and control;
 - c. Temporary morgue/casualty information;
 - d. Property recovery and disposition;
 - e. Evacuation;
 - f. Public facility security;
 - g. Arrest/transportation needs;
5. Traffic direction and control is the primary responsibility of the Police Department.
 - a. An outer perimeter should be established to secure the area. The purpose of the outer perimeter is to keep the number of people exposed to any hazard to a minimum. Access to a disaster area will be limited to residents, emergency services and utilities. Officers should remove any unauthorized personnel from the area for safety reasons being very cognizant of the potential for thefts.
 - b. Maintain open emergency lanes to provide for the free flow of emergency vehicles and equipment. Officers will report streets, which are accessible to emergency vehicles as well as streets that are clear through the disaster area. If needed, street cleaning equipment may be requested through the Command Center.
6. Assist with the care and removal of the injured, as well as the removal and identification of any casualties.
7. Maintain conspicuous police patrols for the protection of life and property, as well as preventive measures.
8. Prepare reports as required or necessary.
9. Officers should be cognizant of the city shelter areas and direct people accordingly.
 - a. Victims in need of first aid will be directed to the staging area where medical aid and transportation will be located.
 - b. If the victim is not movable, their location will be relayed to EMS personnel and a route will be provided for transportation.
 - c. People who are unable to locate a relative should be directed to the centralized shelter where a list and disposition of victims will be kept.

C. Communications

1. Communications play a critical role in emergency operations. Officers in the field should identify the nature and extent of the problem promptly communicating this information to the dispatcher.
2. An inter-jurisdictional communications network, consisting of telephone, teletype, and radio facilities, serves to perform the basic communication needs for emergency operations.
3. While public safety communication systems may be insufficient to meet the communications demand created by a major disaster, the City of Portales has other sources of communication, such as the ENMU Police Department radio operators.
4. When mobilization is ordered, the on-duty Communications Operator shall immediately notify the Communications Supervisor who takes charge of the Communications Center as soon as practical. The Communications Supervisor:
 - a. Restricts the Communications Center to necessary personnel;
 - b. In the event the mobile command post is utilized, designates a dispatcher to dispatch from the mobile command post;

D. Chain of Command

1. The established Department chain of command shall be strictly adhered to during emergency operations unless otherwise directed by the Chief of Police.
2. Outside law enforcement agencies aiding with the emergency shall report to the emergency operations commander for assignment. Personnel from other law enforcement agencies shall adhere to the Operation's Chain of Command.

X. NATURAL DISASTER

Natural Disasters can take many forms from ice and wind to floods to tornadoes. It is considered any natural phenomenon, which has the potential of widespread or severe damage, injury, or loss of life or property.

XI. LABOR DISPUTES

Labor disputes and strikes require more diplomacy on the part of police than many other police matters. Police may show no partiality in a situation so delicately balanced. Certain legal rights are offered each side and law enforcement must ensure that these rights are protected by enforcement when necessary. The Chief of Police or his designee will make the determination as to whether or not officers will remain present at the scene of a strike or whether a close patrol will be maintained.

A. General Policy

The police will not take sides in a strike; they will enforce the laws impartially and be ever conscious of their personal conduct, courtesy and bearing. The officer protects both parties

from personal injury, property damage or the disturbance of public peace, and insure free passage of all citizens on the sidewalk and street.

Pickers enjoy the right of free speech and expression. They may carry banners and voice what they wish so long as they do not violate the rights of others, violate state statute or city ordinance.

Management has an obligation not to incite riots by outward provocation of the striking crowd.

B. Close Patrol

If it is determined that a close patrol will be kept of the area, the area officer will:

1. Monitor the crowd and activities on a regular basis and keep the on duty supervisor apprised of the situation.
2. If the situation appears to be getting out of control or a large crowd begins gathering it will be the on duty supervisor's responsibility to assign an officer(s) to remain at the scene.

C. On Scene

When assigned to the scene of a strike the officer(s) should abide by the following:

1. as long as the picketing is orderly, the inspection of the strike area will be made from across the street, or a short distance down the block;
2. if information is to be conveyed to the picket line then the officer will convey this information by speaking with the person in command;
3. if information is to be conveyed to management then the information should be relayed by speaking to the person in charge;
4. when it is determined that the situation may get out of control the on duty supervisor will assign officers to the picket line.

D. Arrests

1. If an officer witnesses a misdemeanor or felony he/she will take the appropriate action as in any other situation. When an arrest is made the officer making the arrest will contact a unit to transport the prisoner to the police department for booking unless circumstances warrant the prisoner being transported to the detention center.
 - a. The arresting officer will remain at the scene until a replacement arrives at the scene
 - b. Once the replacement officer arrives, the arresting officer will respond to the police department and complete the appropriate arrest paperwork and will then report back to the scene, if needed.

2. Reported violations that did not occur in the officer's presence will be handled as in any other situation.

E. Reporting Requirements

Officer(s) working strike duty will submit a combined report summarizing the activities during their tour of duty and forward this to the Division Commander.

XII. Civil Disturbance

Once a civil disturbance, i.e. riots, emergency situations at a correctional or other institution, etc., has been identified, the area should be quickly sealed off and contained until the disturbance has been resolved. An unlawful assembly should be dispersed in a safe manner, if possible. Once removed, people should not be allowed to return. If applicable, officers are instructed to arrest violators who refuse to comply with lawful orders to disperse from the scene.

The on duty supervisor will request assistance from the State Police, Sheriff's Department, and if necessary may mobilize off-duty officers, with consent of a Division Commander or Chief of Police, if possible.

A. Communications

1. During an emergency, PPD Channel One, which is the Department's primary radio channel, shall be designated for emergency traffic only until completion of the operation.
2. If required, the Emergency Command Post will be activated and communications established from that facility.

B. Situation Maps

1. Situation Maps shall be maintained in the Communications Center to be used during emergency situations to visually plot the emergency area.
2. City maps or building blueprints of schools or public buildings shall be obtained and made available at the command post.

C. Scene Commander

The first supervisor on the scene immediately assumes command and is designated as Scene Commander until, or unless, relieved by a higher authority. It is the responsibility of the Scene Commander to:

1. Make a rapid survey of the scene and assess the seriousness of the situation.
2. Notify the staff through the Chain of Command of the current status of the situation to include the following:
 - a. Manpower needs;

- b. Routes open to the scene;
- c. Location of a suitable staging area and parking area.

3. Establish a field command post and

- a. notify the Communication Center and the staff of the location;
- b. determine any communications available;
- c. determine the specific equipment needed.

4. Supervise operations and maintain communications with the Communication Center.

D. Chain of Command

- 1. During emergency situations, the established chain of command shall be strictly adhered to.
- 2. Other law enforcement agencies responding to aid the Department shall adhere to our established chain of command, unless otherwise directed by the Chief of Police.

E. Community Relations/Public Information

- 1. The purpose of effective community relations/public information is to maintain 'public confidence', while keeping the public informed concerning any threatening emergency situation.
- 2. The Department Public Information Officer is responsible to establish effective collection, control and dissemination of emergency public information, to minimize confusion, misinformation and for rumor control.
- 3. If the emergency is strictly a law enforcement problem, the Public Information Officer shall keep the media briefed of the emergency situation as it progresses, without jeopardizing security objectives.

F. Court/Prosecutorial Liaison

In the event a civil disturbance involves mass arrests, the supervisor in charge of the event will, maintain liaison with the appropriate prosecutor and courts, seeking legal advice and direction, as necessary.

G. Other Law Enforcement Agency Support

- 1. The Scene Commander may request mutual aid from other surrounding law enforcement agencies.
- 2. Responding law enforcement officers shall be directed where to report for briefing and assignments.

H. Military Support

The Chief of Police may request the City Administrator and Mayor seek additional support

through the New Mexico National Guard consistent with the city's Emergency Operations Plan.

I. Traffic Control

1. During a civil disturbance within the City, the Department is responsible to provide traffic direction and control, including barricading off designated streets.
2. The Scene Commander is responsible to establish perimeters, sealing off the affected area, while routing traffic away from the location.

J. Equipment

1. Uniformed officers are issued equipment which should be utilized during civil unrest. These may include the following:
 - a. Taser
 - b. OC Spray
 - c. Flashlights
2. In a state of emergency, the Chief of Police is authorized to acquire additional equipment, as needed.

K. Arrests

During a civil disturbance, the possibility of mass arrests certainly exists. Mass arrests must be handled quickly and efficiently, providing for transportation to jail, release on summons, and adherence to the arrestee's constitutional rights.

1. Before taking any immediate action, the Scene Commander shall determine how much assistance is needed to effectively execute the agency's plan.
2. Once the order to disperse has been given, it shall be repeated and a reasonable time limit encouraging people to leave freely.
3. Officers responding to a civil disturbance shall respond as an organized tactical team under the direction of a supervisor, not as individual police units.
4. When incidents involving mass arrests are anticipated the Jail Administrator will be contacted ahead of time so the jail personnel can be prepared.
5. If mass arrests are made, Department vehicles should be used to transport prisoners to the Roosevelt County Detention Center
 - a. The Sheriff's Department and State Police may be utilized to transport prisoners.
 - b. If larger capacity transportation is needed the on duty supervisor should contact one of the following to arrange for buses:
 - i. City of Portales

- ii. ENMU
- iii. Portales Municipal Schools

6. Prisoners will be promptly arrested and removed from the scene to the police department or the Roosevelt County Detention Facility or other designated facility.
7. Even during a civil disturbance officers are authorized to use only the degree of force necessary to effect a lawful arrest, in compliance with the Department Use of Force policy.
8. Officers should remember that civil disturbances are highly publicized events, whereby police actions are rigidly scrutinized by the public.

L. Booking

1. Officers shall adhere to standard operating procedures in the booking process.
2. Since this type of activity may cause confusion, all venues will be utilized to ensure the identity of the individual prisoner is correct. Photographs and fingerprints shall be taken of all arrested for follow-up investigative and identification purposes.
3. If juveniles are involved, the JPPO will be contacted and asked to respond to the police department in order to quickly assess and recommend disposition.
4. The Magistrate or Municipal Court Judge and Court Clerk will be notified of mass arrests. Prisoners cited into Municipal Court shall be taken immediately before the Judge for arraignment and bonding procedures (if possible).
5. Confinement of adult prisoners will be in accordance with standard operating procedures unless otherwise directed by the Chief of Police or his designee.
6. Prisoners remaining in department custody will be provided with the necessary needs, such as food, water and sanitation.

M. Defense Counsel Visits

1. Prisoners will be given the opportunity to contact legal counsel after being booked.
2. Prisoners awaiting arraignment shall be allowed to consult with legal counsel.
3. In most cases, defense counsel visits shall be allowed consistent with state and federal laws. However, security risks may delay these visits.

N. Medical Treatment

1. The Scene Commander will request an ambulance standby at a safe location.
2. Prisoners requiring medical attention will be treated prior to being confined in jail.
3. Prisoners who are seriously injured will be transported by ambulance to the hospital.

Security arrangements will be made as necessary.

O. Public Facility Security

1. As many officers as necessary will be assigned to secure City of Portales facilities, to include the Police Department, City Hall and Municipal Court.
2. In cases of a major civil disturbance officers will be provided for security of strategic support facilities such as public utility buildings, medical facilities, etc.

XIII. COORDINATION WITH CITY OF PORTALES-WIDE DISASTER PLAN

During periods of emergency, when the City of Portales Disaster Plan has been implemented the Department coordinates its efforts with Fire/Rescue operations. The Chief of Police or his designee directs the activities of the Department from the designated Command Post.

XIV. COMMUNICATIONS

During periods of emergency the on-duty Communications Officer shall immediately notify the Communication Center Supervisor who takes charge of the Communication Center as soon as practical. The Supervisor should:

- A. Assign a Communication Center Dispatcher or other employee to accompany the Chief of Police to the Command Post.
- B. Restrict the Communication Center to authorized personnel only.
- C. Designate as many Communication Center dispatchers as necessary to accommodate the specific number of units assigned to the incident.
- D. In the event a mobile command post is utilized, designate appropriate dispatch staffing to operate the mobile command post.

XV. POST OCCURRENCE

- A. The Scene Commander shall direct personnel to perform such necessary duties as required to resume daily police operations, such as:
 1. emergency notification of next-of-kin concerns injuries or deaths.
 2. follow-up supervision concerning workman compensation re: officer on-duty injuries.
 3. the Support Services Division will be responsible for any repairs or replacement of damaged or loss equipment/supplies.
 4. any evidence will be collected in accordance with procedural guidelines.
 5. reassignment of patrol personnel to regular schedule patrol shifts.
- B. A debriefing will be held at the conclusion of the incident and a post incident report will be

written to the Chief of Police by a designated supervisor involved in the incident, reviewing the operation and recommending any procedural changes, if necessary.

- C. Within a reasonable Critical Incident Stress Debriefing shall be provided by the Department for those public safety personnel involved.

XVI. SPECIAL EVENTS

A. Procedures

1. The Deputy Chief or his designee is responsible for coordinating the number of officers present at the function and their duties.
2. It is the responsibility of the individual coordinating the event to develop a written plan that establishes at a minimum:
 - a. use of special operations personal, if needed;
 - b. necessary equipment available;
 - c. designation of a single person or position as supervisor and coordinator for the coverage of a given event.
 - d. written estimate of traffic, crowd control and crime problems expected for any given event;
 - e. logistical requirements;
 - f. coordination inside and outside the agency; and
 - g. contingency plan for traffic direction and control, which should include, if applicable:
 - i. entry and exit of vehicular and pedestrian traffic; adequate parking facilities;
 - ii. spectator control;
 - iii. public transportation;
 - iv. relief of officer assigned to point traffic control;
 - v. emergency vehicle access;
 - vi. alternate routes for through traffic;
 - vii. use of temporary traffic control devices;
 - viii. news media access.
3. A copy of the plan should be distributed in the following manner:
 - a. copy will be posted with the special detail signup sheet.
 - b. copy will be submitted through the chain of command with provisions for each staff member to acknowledge the information was received.

B. After-event report

1. The supervisor coordinating the event will complete an after-event report, which should detail any problems encountered during the event and resolutions or changes that should be considered before the next event.
2. A copy of the after-event report should be forwarded through the chain of command.

XVII. BOMB THREATS

It is the policy of the Portales Police Department to respond to reports of actual or threatened use of bombs, explosive devices or abandoned or found explosives, in an attempt to reduce the risk to persons and property, to the extent possible.

A. Telephone Threats

1. Department personnel, usually dispatchers, should attempt to obtain all information available. Responding officers should obtain information that has not yet been obtained by dispatchers according to the following:
 - a. The exact words of the person making the threat that will assist in identifying the person if they have made previous calls. Many times callers repeat words and phrases.
 - b. Where the device is reported to be located. This information may help in the location of the device or in the planning of an evacuation.
 - c. When the device is reported to detonate.
 - d. What type of bomb, i.e.: "dynamite, pipe bomb, incendiary", etc.
 - e. Description of the device.
 - f. What is the motive for the bomb threat?
 - g. Describe the voice of the caller including speech, rate, style, slang, profanity, characteristics including impediments, accent, etc.
 - h. If the voice sounded familiar.
 - i. Description of background noise.
 - j. Date and time of the call.
 - k. Length of the call.
 - l. Is a recording of the call available?
2. The Communications Center will immediately notify the Portales Fire Department during each response to a bomb/explosive device. The Fire Department will be asked to stand by the scene of each incident until it is determined that the threat is past.

B. Procedure

1. Evacuation

- a. Evacuation as a response to a bomb threat is the decision of the representative (i.e. owner, manager, etc.) of the threat location. If any suspicious device has been seen, officers will strongly recommend evacuation. Officers will assist, to the extent possible, with evacuation of affected persons.
- b. Officers shall not forcibly remove persons that appear to be mentally competent. In order to accomplish or assist with evacuations, officers will report resistance to evacuation attempts to their immediate supervisors who will attempt to persuade those persons to evacuate.
- c. A supervisor will establish communications with a Fire Department supervisor as soon as possible.
- d. A detective may respond to assist in the initial investigation and follow-up efforts.

2. Suspected Explosive Device

- a. In any incident where an explosive or suspected explosive device is located, responding officers will not handle, or closely approach the device.
- b. The officer should refrain from using communications equipment (including mobile telephone) within 100 yards of the device or location where a bomb threat has been received. (Electromagnetic energy emitted by the radios may activate the device).
- c. Officers will assist with the evacuation of persons who are in the vicinity of the device. It is not possible to know prior to the explosion how large an area must be evacuated. Thus, officers must rely upon common sense judgment in advising evacuated persons where to relocate.
- d. Upon discovery of a device or suspected device, the Shift Supervisor will respond to the incident location, if not already present.
- e. Upon discovery of a device or suspected device, the Shift Supervisor will make notification to the Command Staff.
- f. Upon discovery of explosives, improvised explosive device, suspected device or evidence which might indicate the presence of an explosive device or after an explosion of a device, an outside agency with a Bomb Disposal Unit personnel will be requested to assist.
- g. Upon discovery and after response and investigation by Portales Police Department Officer(s) and/or alternate disposal units, of a bomb, explosive device or abandoned/found explosives, it shall be the decision of one or more of those personnel as to the disposition of the device or explosives.

- i. If bomb personnel determine the threat of detonation of the device/explosives to be minimal, disarming and/or removal of the device or explosives may be made to a safe area for destruction or dismantling.
- ii. If bomb personnel determine the threat of detonation of a device or explosives too great to disarm or remove, bomb personnel, at their discretion, may allow the device to detonate by itself or detonate it themselves after appropriate evacuation of the area is completed.

3. Incident Command

- a. A security perimeter will be established for incidents which involve actual/suspected explosive devices. Officers and supervisors must rely on their judgment and the circumstances when deciding whether to establish a perimeter. A security perimeter line will encompass the entire area where personal injury seems likely should an explosion occur.
- b. For crowd control, the use of additional personnel, including officers from other agencies may be necessary to ensure integrity of security perimeters. The use of "POLICE LINE/DO NOT CROSS" tape is encouraged.
- c. Searches will be conducted at the discretion of the on scene supervisor after considering the existing circumstances. Searches should involve a representative or someone familiar with the location whenever possible. In general, police searches should be organized with at least two officers to a team, and the location will be searched in a systematic manner.

4. Post Explosion Procedures

- a. The immediate area of any explosion should not be entered until the threat of further explosion has been reduced and the scene secured by qualified personnel. When the danger to personnel and citizens has been reduced, the location of an explosion should be treated as a crime scene and processed for evidence.

5. Public Information

- a. The Portales Police Department Public Information Officer will keep the news media informed as deemed necessary.

6. Annual Review

- a. Members of the Portales Police Department will review all policies and procedures concerning bomb and phone threats on an annual basis.

XVIII. HOSTAGE/BARRICADED PERSONS

A. The following guidelines for hostage and barricaded persons will be as follows:

1. Officers' initial response will evaluate and secure the area where the hostage or

barricaded subject is located.

2. Once the officers have determined that a hostage or barricaded person has been located the officer will immediately notify shift supervisor. The officers will then establish a perimeter around the hostage/barricaded person's location. The on duty supervisor upon his arrival will be briefed on the situation and the supervisor will request from Clovis Police Department SWAT Team or the State Police Swat Team.
3. Fire and Rescue will respond and stage in a safe area and stand by for further direction.
4. Only the SWAT commander can authorize the use of chemical agents, such as tear gas grenades or barricade projectiles, and specialized weapons.
5. The Portales Police Department will review guidelines concerning hostage and barricaded persons on an annual basis.

XIX. DIGNITARY PROTECTION/SECURITY

- A. The Chief of Police will designate a supervisor to be in charge of the dignitary protection detail.
- B. In the event that the dignitary has a security detail, the supervisor shall work with the person in-charge of that detail for coordination efforts. The supervisor will assign as many officers as necessary to provide adequate security of the dignitary.
- C. The supervisor establishes travel routes for the dignitary. The supervisor works with the dignitary or his staff on these routes. These routes will be preplanned and traveled by the supervisor and the Explosive Ordnance Disposal personnel will be called if necessary to identify hazards or problems that may arise. Alternate routes shall be planned.
- D. Ingress and egress of the locations shall be noted as well as any other security problems observed.
- E. When the dignitary is accompanied by a detail, such as the Secret Service or OSI, the supervisor assigns an Officer to work with the detail.
- F. The supervisor arranges for EMS personnel to be on stand-by or involved in the security program if deemed necessary. Planning for the most direct route to the hospital will be made. Medical information on the dignitary is provided to the hospital if available.
- G. If requested, the supervisor insures that communications are established between the dignitary's party and the local communications center. In the event of a motorcade, the supervisor will offer to make communications available between each unit of the motorcade and the communications center.
- H. The supervisor arranges for any special equipment or vehicles needed.

XX. EQUIPMENT DESIGNATED FOR USE IN UNUSUAL OCCURRENCES

- A. All equipment designated for use in unusual occurrences will be inspected at least semi-annually for operational readiness.
- B. The inspection will be documented and attached to the equipment's file.

XXI. EMERGENCY OPERATIONS PLANS

- A. All plans will be available to all command personnel
- B. All plans will also be reviewed and updated on a needed basis.